



M.S.A.D. #67
Lincoln, Chester and Mattawamkeag

Technology Plan

School Years 2004-05 through 2007-08*

*Note: Due to requirements of the *Maine Comprehensive Education Plan – Chapter 125*, this three year plan must be reviewed and revised each year.

The current plan has been approved by the state of Maine to July 1, 2006



**S.A.D. #67 TECHNOLOGY PLAN
2005-06 through 2007-08**



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0023

SUSAN A. GENDRON
COMMISSIONER

October 31, 2005

To Whom It May Concern:

This letter is to certify that our records reflect that SAD #67 Lincoln has an approved technology plan that is valid through June 30, 2006. This three year plan was previously submitted and approved in 2003.

In accepting a plan, the Maine Department of Education certifies that the school administrative unit has met requirements for technology planning.

The Maine technology planning guidelines include required criteria for the E-Rate program, technology planning requirements for the *No Child Left Behind Act*, and the "use of technology for student learning and efficient school administrative unit operations" for the Comprehensive Education Plan as described in Chapter 125 Basic Approval Standards.

Sincerely,

A handwritten signature in blue ink that reads "Sylvia K. Norton".

Sylvia K. Norton
SLD-Certified Technology Plan Approver
School Library/Technology Planning Coordinator

S.A.D. #67 TECHNOLOGY PLAN 2005-06 through 2007-08

Technology Mission Statement – *Our Mission is...*

- To enhance and increase student learning through the use of Technology.
- To develop an organized implementation plan to ensure successful integration of Technology into the curriculum.
- To maximize the effective use of technology with limited funding.

Technology Vision Statement

- We believe that to improve student learning and foster the development of productive members of society, we must pursue all available means. *Technology* will facilitate our ability to provide an educational environment which will meet the diverse needs of all of our students.
- We believe that *technology* can be used throughout the curriculum to enhance student learning, to improve the quality of student work, to allow opportunities to integrate and expand curriculum, and to maximize student potential.
- We believe that educators must be provided with the training, resources and ongoing support to enable them to effectively use technology.
- We believe that all learners must have equitable access to *technology*, facilities and training.
- We believe that *technology* will make learning more exciting and interesting, increase global awareness, enhance interaction and communication among schools, students and communities, benefit students with special needs, empower independent learning, and allow students, staff and communities access to current information.
- We believe that community support through funding for *technology* and its application is an *essential priority*. M.S.A.D. #67 must in turn, promote awareness and understanding of the importance of *technology* in the schools and community.
- We believe that a school district that is current in the deployment of *technology* and a staff and student body that is proficient in the utilization of *technology*, will encourage us all to become *lifelong learners*.
- We believe that to complete and implement our *Vision of Technology*, we must provide continual financial support for curriculum, hardware, software, facilities, training and personnel.
- As part of Maine Chapter 125 Basic Approval Standards – Comprehensive Education Plan: We believe that technology will be used for student learning and efficient school administration unit operations.

S.A.D. #67 TECHNOLOGY PLAN 2005-06 through 2007-08

Executive Summary

The M.S.A.D. #67 Technology Committee revises and updates the MSAD #67 technology plan each year with a major review every three years. The plan continues to support the educational technology needs of the students, staff and community. The plan was developed based on informal and formal data and input from a variety of sources including community members, students, teachers, parents, and administration. The plan is updated annually as part of the district *Comprehensive Education Plan*.

A district technology vision statement was reviewed and provides a goal which all technology plan decisions are based. This vision statement addresses the need for an organized, sequential technology program that will help meet the needs of all students in M.S.A.D. #67.

Federal guidelines require that a technology plan have five components:

- ☐ Clear goals and a realistic strategy for using telecommunications and information technology
- ☐ A professional development strategy to ensure that staff know how to use these new technologies
- ☐ An assessment of the telecommunication services, hardware, software, and other services that will be needed
- ☐ A sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, soft-ware, professional development, and other services that will be needed to implement the strategy
- ☐ An evaluation process that enables the school or library to monitor progress toward the specified goals.

This plan addresses each of these federal components and identifies several areas of need that will be addressed over the next three years. Several areas require significant funding to be implemented. Additionally, several areas will require staff in-service and curriculum development activities. These are essential to ensure the successful utilization and integration of technology into the classrooms.

An evaluation component of the plan will monitor progress and allow modifications to be made as needed. The plan will also be reassessed and expanded to allow for continued growth throughout the district. The goal is that the plan serves as a focus to guide all technology programming, purchases, facilities, curriculum and staff in-service.

Technology Committee Members

Web McCormick	District Technology Specialist
Jane Theoharides	L.A. Teacher, Technology Grant Coordinator - Mattanawcook JHS
Beth Small	Grade 5-8 Teacher – Mattanawcook Junior High School
Sarah Crockett	M.S.A.D. #67 School Board Member
David Theoharides	Principal, District Computer Coordinator
Thomas Small	District Technology Technician
Debbie Trask	Ella Burr Technology Ed. Tech.
Ken Gipson	Mattanawcook Junior High School Technology Ed. Tech.
Melany Thurlow	Mattanawcook Academy Technology Ed. Tech.

MSAD #67 Administrative Team

James Boothby	Mattanawcook Academy Principal
David Theoharides	Mattanawcook Junior High School Principal
Michael Bisson	Ella Burr Principal
Donna Vigue	MSAD #67 Director of Curriculum and Academic Excellence

Acknowledgments

The M.S.A.D. #67 Technology Committee expresses its gratitude to the teachers, staff, students, parents and communities of M.S.A.D. #67 for their overwhelming support for technology and its integration into our classrooms.

**S.A.D. #67 TECHNOLOGY PLAN
2004-05 through 2007-08**

SUMMARY OF GOALS

GOALS		OBJECTIVES
1	Oversee technology needs of the district	<ul style="list-style-type: none"> ▪ Pursue a visionary outlook keeping current with new innovations and opportunities in using technology to enhance student learning. ▪ Seek input from business, higher education and community on ways to better prepare students to work and live in a technology based society ▪ Review and revise technology plan every 3 years with input from multiple stakeholders ▪ Assess technology needs (hardware and software) each year and establish yearly budget based on technology plan ▪ Pursue resources and grants to supplement budget ▪ Review and develop Technology Policies as needed: <i>Student and Staff Acceptable Use, Student Publishing, Laptop Use</i> ▪ Update Technology Plan each year as required by Me Chapter 115 – Comprehensive Education Plan
2	Continue Professional Development and Provide Support Personnel	<ul style="list-style-type: none"> ▪ Measure district staff technology competency level once every 3 years ▪ Survey staff annually to determine professional development needs ▪ Provide in-service based on annual input from staff ▪ Provide advanced technology training to IT support staff ▪ Evaluate in-service
3	K – 12 Technology Curriculum	<ul style="list-style-type: none"> ▪ Provide support and resources to teachers in implementing technology curriculum ▪ Develop appropriate assessments to provide a measure of student progress and program success.
4	Community / Communication	<ul style="list-style-type: none"> ▪ Produce real world products ▪ Maintain MSAD #67 web site. ▪ Publish and showcase student technology work. ▪ Explore additional ways to use technology for enhanced community communication.
5	Technology that supports curriculum and administrative needs	<ul style="list-style-type: none"> ▪ Increase access to computers for specific curriculum areas. ▪ Provide additional portable labs ▪ Provide specialty hardware and software to support curriculum ▪ Provide resources software: e.g. <i>MaineLearns, United Streaming, BrainPop</i> ▪ Automate all libraries circulation systems and develop single district database ▪ Provide support for district NPV Assessment Database ▪ Administrative Applications: Budgeting, Student Records, Inventory, Certification, SIS ▪ Provide Technology Support Personnel ▪ Expand available LCD Projectors at each school ▪ Expand opportunities for use of ATM at high school ▪ Install Polycom system to allow collaboration with high school ATM
6	Replace, maintain, update, improve, and dispose of hardware and software	<ul style="list-style-type: none"> ▪ Develop a cycle to replace and update legacy equipment in all schools and offices ▪ Continuously update and improve Metropolitan Area Network between all schools and offices ▪ Continue to expand and improve wireless networks ▪ Maintain current software upgrades and licenses ▪ Maintain hardware and software inventory ▪ Maintain available inventory of parts to allow for efficient repairs and turn-around ▪ Reallocate or discard old equipment

S.A.D. #67 TECHNOLOGY PLAN
2004-05 through 2007-08

1- Long-term Goal: Oversee technology needs of the district

SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLETE)
1. Pursue a visionary outlook keeping current with new innovations and opportunities in using technology to enhance student learning.	<ul style="list-style-type: none"> Stay current with technology Attend conferences Read journals Visit schools Develop reading list Explore good resource materials Pursue improvements 	<ul style="list-style-type: none"> Time Publications Funds for conferences 	<ul style="list-style-type: none"> Ideas are exchanged
2. Seek input from business, higher education and community on ways to better prepare students to work and live in a technology based society	<ul style="list-style-type: none"> Develop survey for area businesses and colleges. 	<ul style="list-style-type: none"> On-line survey site 	<ul style="list-style-type: none"> Summary of results
3. Review and revise technology plan every 3 years with input from multiple stakeholders	<ul style="list-style-type: none"> Seek input from all district stakeholders Survey staff and students Hold meeting to review and revise technology plan. 	<ul style="list-style-type: none"> On-line survey 	<ul style="list-style-type: none"> Summary of results Final Technology Plan
4. Establish yearly budget based on technology plan	<ul style="list-style-type: none"> Seek input from stakeholders Use technology plan 	<ul style="list-style-type: none"> Time 	<ul style="list-style-type: none"> Approved budget by school board.
5. Pursue resources and grants to supplement budget	<ul style="list-style-type: none"> Apply to available grants to supplement budget. 	<ul style="list-style-type: none"> Time Committee work 	<ul style="list-style-type: none"> Approved grants
6. Review and develop Technology Policies as needed: <i>Student and Staff Acceptable Use, Student Publishing, Laptop Use</i>	<ul style="list-style-type: none"> Read MSMA latest recommendation for AUP Contact other districts to review their AUP's Survey stakeholders Present to Policy Committee 	<ul style="list-style-type: none"> Time Other AUP's 	<ul style="list-style-type: none"> New AUP

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SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLETE)
7. Review and update Technology Plan every year as now required by the <i>Comprehensive Education Plan</i> .	<ul style="list-style-type: none"> ▪ Seek input from all district stakeholders ▪ Survey staff and students ▪ Hold meeting to review and revise technology plan. 	<ul style="list-style-type: none"> ▪ Time 	<ul style="list-style-type: none"> ▪ Include current Technology with CEP.

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2 - Long-term Goal: Continue Professional Development and Provide Support Personnel

SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLETE)
1. Measure district staff technology competency level once every 3 years	<ul style="list-style-type: none"> Develop on-line survey 	<ul style="list-style-type: none"> On-line survey 	<ul style="list-style-type: none"> Summary of results
2. Survey staff annually to determine professional development needs	<ul style="list-style-type: none"> Work with SAD #67 Professional Development Committee to survey staff. 	<ul style="list-style-type: none"> Printed survey 	<ul style="list-style-type: none"> Summary of results
3. Provide in-service based on annual input from staff	<ul style="list-style-type: none"> Develop annual schedule of PD opportunities Budget for PD opportunities Write grants to supplement PD budget 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> Annual survey of staff technology aptitude
4. Provide advanced technology training to IT support staff	<ul style="list-style-type: none"> Survey IT staff for technology needs Locate seminars and other resources. 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> Improved IT knowledge and depth of support
5. Evaluate in-service	<ul style="list-style-type: none"> Develop post in-service survey 	<ul style="list-style-type: none"> Time 	<ul style="list-style-type: none"> Use evaluations to direct and improve future PD offerings.

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3 - Long-term Goal: K-12 Technology Curriculum

SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLETE)
1. Provide support and resources to teachers in implementing technology curriculum	<ul style="list-style-type: none"> Create a general outline of current EK-12 curriculum by building Share with technology committee Establish curriculum outline as part of Local Assessment System. 	<ul style="list-style-type: none"> Time 	<ul style="list-style-type: none"> Technology section of Local Assessment System
2. Develop appropriate assessments to provide a measure of student progress and program success.	<ul style="list-style-type: none"> Assessment Committee will develop local assessments. 	<ul style="list-style-type: none"> Time 	<ul style="list-style-type: none"> Printed EK-12 Technology Curriculum
3. Establish CAD lab at high school	<ul style="list-style-type: none"> Purchase desktop hardware for MA CAD lab Purchase software 	<ul style="list-style-type: none"> Funds 	<ul style="list-style-type: none"> Lab in use
4. Greater Utilization of ATM circuit	<ul style="list-style-type: none"> Develop on-line classes Explore ways to link to middle school Utilize content from other schools 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> More robust course offerings Ability to allow middle level students an opportunity to take high school courses via ATM

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4 - Long-term Goal: Community / Communication

SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLE
1. Produce real world products	<ul style="list-style-type: none"> Contact local non-profit organizations regarding their technology needs with which students could offer assistance. Cooperate & coordinate with Region 3. 	<ul style="list-style-type: none"> Class time Materials 	<ul style="list-style-type: none"> Samples
2. Maintain MSAD #67 web site.	<ul style="list-style-type: none"> Determine needs of audience through survey or informally. Develop RSS feeds for district news. Train interested staff and students in web page production, with the goal in mind of keeping the site current. 	<ul style="list-style-type: none"> Time for study/investigation Funds 	<ul style="list-style-type: none"> Increased hits on web pages
3. Publish and showcase student technology work.	<ul style="list-style-type: none"> Determine who will publish the work. Contact teachers for appropriate student work. Follow district publishing policy when developed. Obtain releases as needed. 	<ul style="list-style-type: none"> Person at each building (web master) Policy & procedure 	<ul style="list-style-type: none"> Published work.
4. Explore additional ways to use technology for enhanced community communication.	<ul style="list-style-type: none"> E-mail Establish a database of parent email addresses using yellow student information cards Provide district-wide Internet access to library automation software (<i>Spectrum</i>). 	<ul style="list-style-type: none"> Funds 	<ul style="list-style-type: none"> Parents will receive e-mail from school On-line library catalogue

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5 - Long-term Goal: Technology that supports curriculum & administrative needs

SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLETE)
1. Increase access to computers for specific curriculum areas.	<ul style="list-style-type: none"> Determine needs in each facility. Provide a sufficient number of computers in each library facility. Utilize older equipment as possible and appropriate. 	<ul style="list-style-type: none"> Time for study/investigation Funds 	<ul style="list-style-type: none"> The determined # of computers is available in each library, K-12.
2. Provide additional portable labs	<ul style="list-style-type: none"> Expand wireless networks. Budget and purchase equipment. 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> Labs in place
3. Provide specialty hardware and software to support curriculum	<ul style="list-style-type: none"> Determine needs based on curriculum requirements. Purchase as budget allows. 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> Implementation in classrooms
4. Provide resources software: e.g. <i>MaineLearns, United Streaming, BrainPop</i>	<ul style="list-style-type: none"> Purchase on-line resources Provide access to and maintain availability of on-line databases and periodicals. 	<ul style="list-style-type: none"> Time Funds for software/licensing 	<ul style="list-style-type: none"> Classrooms can all access an electronic resources
5. Automate all libraries circulation systems and develop single district database	<ul style="list-style-type: none"> Purchase hardware and software for K-4 Libraries and determine and implement a retrospective conversion plan for K-4 libraries Establish district Union Catalog on-line 	<ul style="list-style-type: none"> Funds 	<ul style="list-style-type: none"> All libraries will be automated.
6. Provide support for district NPV Assessment Database	<ul style="list-style-type: none"> Stay up to date with current trends and practices 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> CLAS in use.

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7. Administrative Applications: Budgeting, Student Records, Inventory, Certification, SIS	<ul style="list-style-type: none"> Investigate available software Maintain and update existing software as needed. 	<ul style="list-style-type: none"> Time Funds 	<ul style="list-style-type: none"> Applications in use
8. Provide Technology Support Personnel	<ul style="list-style-type: none"> Continue to fund positions at each school to provide technical support. 	<ul style="list-style-type: none"> Funds 	<ul style="list-style-type: none"> Personnel in place
9. Expand available LCD Projectors at each school	<ul style="list-style-type: none"> Purchase LCD projectors using budget and grant funding 	<ul style="list-style-type: none"> Funds 	<ul style="list-style-type: none"> In place

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6 - Long-term Goal: Replace, maintain, update, and improve hardware and software

SHORT-TERM OBJECTIVE (STRATEGIES FOR MEETING THE LONG-TERM GOAL)	STEPS NEEDED TO COMPLETE OBJECTIVE (LIST STEPS TO COMPLETE OBJECTIVE)	RESOURCES NEEDED (MATERIALS/FUNDS NEEDED TO MEET THE OBJECTIVE)	COMPLETION INDICATORS (HOW DO WE KNOW THIS STRATEGY IS COMPLETE)
1. Develop a cycle to replace and update legacy equipment in all schools and offices	<ul style="list-style-type: none"> ▪ Purchase replacement computers for MJHS and EPB labs ▪ Survey existing computers ▪ Move older lab computers to classrooms 	<ul style="list-style-type: none"> ▪ Funds 	<ul style="list-style-type: none"> ▪ Upgraded labs
2. Continuously update and improve Metropolitan Area Network between all schools and offices	<ul style="list-style-type: none"> ▪ Establish network monitoring protocols to evaluate network efficiency ▪ Purchase and install network security software 	<ul style="list-style-type: none"> ▪ Time ▪ Software 	<ul style="list-style-type: none"> ▪ More efficient and secure network
3. Continue to expand and improve wireless networks	<ul style="list-style-type: none"> ▪ Add wireless networks to elementary schools and expand existing networks 	<ul style="list-style-type: none"> ▪ Funds 	<ul style="list-style-type: none"> ▪ Improved access
4. Maintain current software upgrades and licenses	<ul style="list-style-type: none"> ▪ Develop district database of software licenses 	<ul style="list-style-type: none"> ▪ Funds 	<ul style="list-style-type: none"> ▪ Inventory printout
5. Maintain hardware inventory	<ul style="list-style-type: none"> ▪ Establish on-line inventory of hardware 	<ul style="list-style-type: none"> ▪ Time 	<ul style="list-style-type: none"> ▪ Inventory printout
6. Maintain available inventory of parts to allow for efficient repairs and turn-around	<ul style="list-style-type: none"> ▪ Assess repair needs based on past years repair logs. 	<ul style="list-style-type: none"> ▪ Funds 	<ul style="list-style-type: none"> ▪ Quicker turn around on repairs

**S.A.D. #67 TECHNOLOGY ACTION PLAN
2004-05 through 2007-08**

Budget will be revised annually contingent on locally available funds, annual progress on reaching action items and varying unforeseen needs of the district

District Technology Plan Goals and Objectives	Proposed Budget 2004-05	Proposed Budget 2005-06	Proposed Budget 2006-07	Proposed Budget 2007-08
Oversee technology needs of the district	\$33,000	\$20,400 \$23,000		
Continue Professional Development and Provide Support Personnel	From Grant \$5,000	From Grant \$5,000		
K – 12 Technology Curriculum	\$22,000	\$12,000		
Community / Communication	From Grant	From Grant	From Grant	From Grant
Technology that supports curriculum and administrative needs	\$15,200	\$10,570		
Replace, maintain, update, improve, and dispose of hardware and software	\$6,940	\$9,440		
Total Proposed Budget	\$82,140	\$80,410		